



CITY OF HOUSTON

Job Posting

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| 1 | <i>Applications accepted from:</i> | ALL PERSONS INTERESTED |
| 2 | <i>Job Classification</i> | LIBRARY ASSISTANT |
| 3 | <i>Posting Number</i> | PN# 103880 |
| 4 | <i>Department</i> | Library Department |
| 5 | <i>Division</i> | Southeast District |
| 6 | <i>Section</i> | Park Place* |
| 7 | <i>Reporting Location</i> | 8145 Park Place |
| 8 | <i>Workdays & Hours</i> | Rotating Schedule* |
| | | *Subject to change |

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Provides general information to the public in person and by telephone such as materials availability, renewal information and fines. Performs general clerical functions including typing/filing forms, letters and reports. Shelves/retrieves library materials. Answers telephone and direct calls as appropriate. Assists in processing new library materials including books, CD's and audio-visual materials. Mends library materials. Works with the public in charging/discharging library materials using a computer. Performs other duties essential to efficient library operation. May be assigned some or all the duties listed. Requires evening and weekend (Saturday and Sunday) shift work.

10 **WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Position requires stooping, bending, standing and lifting library materials up to 20 pounds. Must be able to push loaded book trucks up to 100 pounds. Must have good motor coordination; ability to move freely throughout the library to file/shelve/retrieve materials. Requires visual acuity to read titles and call numbers (alphanumeric) of books and other library materials. Must be able to use a computer to access/input information.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Ability to read, write, add, subtract and follow written and/or oral instructions as might be acquired through nine (9) to eleven (11) years of formal schooling.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

None

13 **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access) strongly preferred. Customer/Public service experience strongly preferred.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

| | |
|------------------------------------|------------------------------|
| <u>Salary Range - Pay Grade 05</u> | |
| \$591 - \$776 Biweekly | \$15,366 - \$20,176 Annually |

18 **OPENING DATE**

April 6, 2005

19 **CLOSING DATE**

April 12, 2005

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer